Credit Application Form:

Advice for completing your application:

We recommend you have all your documents scanned and ready to upload when starting your application.

For questions that aren't relevant to you and are not compulsory, please write 'N/A' and proceed to the next question.

If you have questions or need help with your application, view the frequently asked questions section on our website or contact us.

Please read the Credit and Recognition of Prior Learning Policy and Procedure before completing this Credit Application Form.

Applicant Details:

Imperial Engineering Education Student ID (if applicable):	Are you a current or prospective international student? ☐ Yes ☐ No
Given Name:	
Family Name:	
Phone Number:	Email Address:
Note: If you are a current or prospective international student, please be aware that should Imperial Engineering Education grant you credit, this may impact on the duration of your course. If you have been issued a Confirmation of Enrolment (CoE) and you are holding a student visa, a new CoE with a reduced duration will be issued to you and Imperial Engineering Education will notify the Commonwealth government of the reduced duration.	

Credit Transfer: Between Imperial Engineering Education Courses:

This section is for current Imperial Engineering Education students.

If you are not an existing Imperial Engineering Education student, please complete the following section of this document instead.

Name of Imperial Engineering Education Course:	Course Code:
Name of Subject:	Subject Code:

Credit and Recognition for Prior Learning

Complete this section if you are not a current Imperial Engineering Education student.

Imperial Engineering Education Subject Code	Formal Learning*			Informal Learning (e.g. employment experience)**
	Institution	Course name	Subject completed	

*Notes: * You must submit a certified copy of your academic transcript and a formal subject outline from your provider. If these documents are in a language other than English, you must submit certified translation of these documents. ** You must provide examples of reports prepared as part of your work and/or a reference from your employer.*

Applicant Declaration:

☐ I have read the *Credit and Recognition of Prior Learning Policy and Procedure* and understand the requirements.

☐ I declare that the information provided with this form is true and correct.

☐ I acknowledge that the duration of my course may reduce as a result of Imperial Engineering Education granting credit and that Imperial Engineering Education will notify the Commonwealth Government should this happen.

Applicant Signature: **Date:**

THIS SECTION IS FOR IMPERIAL ENGINEERING EDUCATION USE ONLY

Application Status:

Progress	Date	Imperial Engineering Education Staff Signature
Application received		
Assessment of application commenced		
Assessment of application completed		
If international student, enter new completion date in notification to student and PRISMS		
Student notified		

Credit and Recognition of Prior Learning Status:

Name of Subject	Credit granted (Y/N)	Reasons

Academic Dean or Course Coordinator signature: **Date:**